

**SOP#: ADCR-5**

**Travel and Lodging Reimbursement for CCR Clinical Research Participants, Pediatric Guardians, and Authorized Attendants**

**Version #: 1.0**

**Next Review Date: 04/2022**

**Approved Date: 04/2020**

**Review Interval Period: Biennial**

**NCI Clinical Director Signature:**

**POLICY**

Per Medical Administrative Series (MAS) policy M08-1, *Reimbursement of Travel and Subsistence Expenses for NIH Clinical Research Protocol Participants*:

NIH will pay for expenses that involve travel from the home of record to the NIH site. Unless medically indicated, NIH will not pay for expenses that involve alternate routes. Unnecessary stops or delays along the way for sightseeing, visits, vacations, or to increase frequent flyer miles will not be authorized even if it makes the travel less expensive. NIH will not pay for expenses that are incurred beyond the approved time period of the visit.

Rental cars are not authorized.

The funding for travel and lodging expenses for all NCI protocol enrollees and eligible parent/guardian or attendant will be at standard rates established by NCI.

Reimbursement of all approved expenses will be processed by the NIH Clinical Center, either paid by cash distributed by the NIH Cashier Office (8:30 a.m. - 5:00 p.m., Monday - Friday; 301-496-2654) at the Main (North) Entrance of the Clinical Center, or checks mailed to the home of record.

**PURPOSE**

To establish a uniform policy for reimbursement of travel expense for participants in clinical research protocols within the Center for Cancer Research (CCR), National Cancer Institute (NCI), at the National Institutes of Health (NIH) campus in Bethesda, Maryland.

**SCOPE**

This policy applies to clinical research protocol participants, parent/guardian of pediatric protocol participants under the age of 18, and authorized attendants for adults enrolling in NCI CCR research protocols located on the NIH campus in Bethesda, Maryland, and living more than 50 miles from the NIH campus.

For participants whose home of record is outside the U.S., travel expenses from a U.S. port of entry may be covered.

No individual will be denied access to participate in a clinical research protocol because of inability to pay. If supplemental reimbursement is required, after a financial assessment has been completed, exceptions may be made by the NCI CCR Office of the Clinical Director (OCD).

## RESOURCES

- NIH Medical Administrative Series (MAS) [Policies](#)
  - M08-1 (rev.) Reimbursement of Travel and Subsistence Expenses for NIH Clinical Research Protocol Participants
- NCI CCR Office of the Clinical Director (OCD)  
Building 10, Room 3-2571  
240-760-6070

## PROCEDURES

### NCI Standard Rates:

#### Screening/First Visits = \$0

- Reimbursement only if individual and eligible parent/guardian/attendant are unable to pay. OCD exception required.

#### Travel:

- Flights and train are paid 100% if booked through the NIH Clinical Center (CC) Patient Travel Office. Contractor is Omega World Travel. 8:30 a.m. - 5:00 p.m., Monday - Friday; 866-227-9339 / 301-496-6676
- Reservations booked through the CC Patient Travel Office are centrally paid by the government.
- Preferred method of booking flights and train is through the CC Patient Travel Office.
- Under certain circumstances, participants will book their own flights or train reservations. In these instances, they will only be reimbursed at the General Services Administration (GSA) contractual rates for air/train. If changes are required, participants are responsible for any additional costs.
- Will reimburse for one checked bag per government paid reservation.
- For participants whose home of record is outside the U.S., travel expenses from a U.S. port of entry may be covered.
- Rental cars are not authorized.

**Local Travel (personal vehicle, bus, taxi, Metro) = \$0**

- NCI has defined local travel as equal to or under 50 miles from home of record to the NIH campus.
- Taxi will be reimbursed if medically indicated, or if there is no NIH shuttle from the airports. Receipt required.

**Long distance travel (personal vehicle (POV), bus) = 40.5 cents/mile**

- Long distance is defined as greater than 50 miles from home of record to the NIH campus.
- Total mileage will only be reimbursed up to the cost of government airfare for the same route.
- No payment for taxis.
- No rental cars.
- Bus fare will be reimbursed with receipts. Cannot exceed personal vehicle (POV) mileage reimbursement for the same route.

**Meals:**

No reimbursement for meals except for the following instances:

Pediatric patients under 18 years of age staying at The Children's Inn will be given \$8.00/day for patient; \$15/day for one parent/guardian.

If the pediatric patient under 18 is hospitalized, the \$8.00/day will be stopped; the \$15.00/day for one parent/guardian will be continued.

If the NCI requires the presence of an attendant/guardian for a patient over 18 years of age after discharge, one individual will receive \$15.00/day for meals; e.g. transplant patients.

**Lodging:**

- Hotels: \$120.00/night per patient
- The Children's Inn will be paid in full by NCI
- Safra Lodge will be paid in full by NCI
- If patient staying with friends/family: \$20.00/night

**Guardian:**

- If pediatric protocol patient under the age of 18 is an out-patient, lodging for the patient will be primarily provided at The Children's Inn which will be paid in full by NCI.
- If there is no vacancy, and a hotel reservation is necessary, \$120/night will be paid for the patient. No additional reimbursement for the guardian who is required to stay with the patient.
- If pediatric protocol patient under the age of 18 is hospitalized in the Clinical Center (CC), a parent/guardian is required to stay with the child in the CC.

- While a patient is hospitalized, there is no lodging payment for an attendant/guardian.
- Upon discharge, if a guardian is required by the protocol, NCI will pay for long distance transportation and lodging of \$120/night for one caregiver.

**ALL exceptions must be pre-approved by the Office of the Clinical Director.**

**Summary:**

<b>Travel Air/Train</b>	<b># of bags</b>	<b>Local Mileage = &lt; 50 miles</b>	<b>Local Taxi/Train/Bus</b>	<b>Long Distance &gt; 50 miles</b>	<b>Long Distance Taxi/Train/Bus <i>No Rental Cars</i></b>	
100% Paid  GSA rates only	1  Per Gov't paid fare	NO	NO  OCD exception for medical reasons  Taxi approved if outside of NIH airport shuttle hours  Receipt needed if booked by individual	40.5 cents per/mile	YES  If booked through NCI: no receipt is required  If booked by an individual: receipt is required	
<b>Meals</b>		<b>Lodging/ Hotel</b>	<b>Parent/Guardian /Attendant</b>	<b>Patient Lodging with friend/ family</b>	<b>The Children's Inn</b>	<b>Safra Lodge</b>
No \$ for pts >18yrs  \$8.00/day for pts < 18 years in The Children's Inn;  No \$ if pediatric pt. hospitalized  \$15.00/day for one parent/guardian.		\$120/night  Per patient	No \$ if patient is hospitalized  \$120/night upon discharge if guardian is required by the NCI.  OCD exception for other medical reasons	\$20/night	YES	YES